



The Calgary Jewish Academy Code of Conduct

The Calgary Jewish Academy (CJA) promotes responsibility, respect, and educational achievement. All members of the CJA community, including, students, parents, teachers and staff members have a role and shared responsibility to create a welcoming, caring and respectful and safe learning environment, that will support and contribute to a positive school climate. CJA fosters academic achievement for all students and when required, will focus on prevention and early intervention as the key to maintaining a productive environment in which students can learn and teachers can teach. **Student registration packages will not be considered complete without the return of the signed Acknowledgement of the Code of Conduct form.**

I. **Appropriate Conduct**

CJA believes that students can and will make acceptable and appropriate behavior choices when they know what is expected of them and are held accountable for the decisions they make. As their children's primary educators, parents play a vital role supporting positive student behavior and have an obligation to guide students in developing skills in personal responsibility, self-discipline and goal setting. All CJA employees are responsible for being aware of the student Code of Conduct. CJA Employees are held to the CJA Professional Code of Conduct as well as The Professional Code of Conduct outlined by the Alberta Education Professional standards. (policy #5.4).

Student Expectations

Students have a responsibility under the School Act to respect the rights and dignity of others:

- a) While on CJA property
- b) Participating in school activities
- c) Traveling to and from school
- d) Engaging in digital or electronic communication related to members of the CJA community while on or off CJA property

Students have a responsibility to:

- treat all students, adults and staff with respect, courtesy and kindness
- refrain from any behavior or communication (including gossip) which is profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive
- show respect and care for articles and property belonging to self, school and others
- adhere to classroom and playground guidelines necessary for safety
- use appropriate conflict resolution strategies to resolve issues
- be responsible for completing assigned school work and putting forth one's best effort
- attend regularly and be punctual for class
- refrain from actions of discrimination – Discriminating behavior that breaches the Alberta Human Rights Act or Canadian Charter of Rights and Freedoms will not be tolerated.
- Refrain from engaging in any bullying behavior as outlined in CJA Policy # 5.70
- Refrain from the use, possession, distribution, or collection of money for illicit drugs, cannabis, cannabis-infused products, alcohol, or inhalants in school, on CJA property or in the context of any school-related activity;

Parent Expectations

Parents are expected to:

- cooperate and take an active role in their child/children's education at CJA
- assist their child/children in complying with the CJA Code of Conduct
- promote the prevention of bullying
- work with the school to develop and encourage positive student attitudes toward learning
- make it possible for their child(ren) to have regular and punctual attendance
- encourage their child(ren) to behave and communicate in a respectful and appropriate manner, by modeling these behaviors themselves
- review with their child(ren) his or her progress and behavior



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- Refrain from the use, possession, distribution, or collection of money for illicit drugs, cannabis, cannabis-infused products, alcohol, or inhalants in school, on CJA property or in the context of any school-related activity. (all licensing laws related to alcohol consumption must be followed on CJA property and CJA events school events)
- meet with teachers when necessary
- maintain an open, direct and respectful line of communication with teachers, administration and the executive, including contacting the appropriate school personnel to discuss any problems that may have an impact on student progress
- respect the privacy and confidentiality of all students, staff and families
- refrain from any behavior or communication (including gossip) which is discriminatory, profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive
- respect and abide by the rules, policies and regulations while in or representing the CJA

Students and Parents are responsible and accountable for their behavior and conduct:

- while involved in school sponsored or related activities
- while on school property
- during any recess or lunch periods on or off school property
- beyond the hours of school operation if the behavior or conduct detrimentally affects the well being of another student, adult, staff member or the school as a whole

II. Issues and Concerns

Recognizing that, from time to time, issues or concerns may arise, issues or concerns will:

- be addressed following the appropriate procedure as outlined in the CJA complaints policy (#5.62)
- be made at an appropriate time and place in a respectful manner
- not be addressed during class time
- in the presence of students (including one's own child)
- in the presence of other parents,
- in the presence of an employee's co-workers
- not be acted upon if they are anonymous

III. Resolution

The CJA endeavors to resolve issues and concerns in a candid, cooperative and timely manner.

Students

Consequences of Unacceptable Behaviour:

Consequences of unacceptable behavior will reflect a progressive approach including intervention and discipline at the classroom and CJA school level.

Students having difficulty exhibiting responsible behavior and meeting school expectations will problem solve with the appropriate school personnel. This may include conferences with the individual student and/or parent to establish logical consequences.

Student consequences for inappropriate behaviour will take account of the student's age, maturity and individual circumstances. As part of the consequences to inappropriate behaviour and/or bullying, the CJA will ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour".

Progressive discipline measures may include (as per policy #5.33), but are not limited to:

- warning
- written assignment of a related nature
- temporary removal of student from class or activity
- community service in the school
- temporary withdrawal of privileges
- detention
- age appropriate consequences based upon circumstances will be consider



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Sending students to the office is a part of the progressive discipline and is appropriate when necessary for incidents that are disruptive, disrespectful, or when students have not responded to other measures.

Administrators may invoke the measures above and in addition may take such measures as:

- the issuing of an incident report
- student conferences with other students impacted if necessary
- withdrawal of a student from class or activity
- implementation of a behavior contract
- in-school suspension
- out-of-school suspension
- expulsion from school

Parents

The school will follow up with parents demonstrating difficulty in exhibiting responsible behavior and meeting school expectations.

Follow up may include:

- problem solving with staff, Administration and/or the Board
- privileges at school may be temporarily revoked (i.e. in-class visits & field trips)
- access to the school and the school grounds may be limited or denied
- non re-enrolment of family for subsequent school years.

Student Name: _____ Signature: _____

Parent Guardian Signature: _____ Date: _____